

## **CITY OF HAYWARD**

### **DESIGN AND CONSTRUCTION SERVICES MANAGER**

#### **DEFINITION**

Plans, organizes, manages and directs the activities of two or more sections of the Engineering and Transportation Division of the Public Works Department; assists the Deputy Director of Public Works/City Engineer in the administration of the division; acts for the Deputy Director of Public Works/City Engineer as assigned; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position management level class. The Design/ Construction Manager is responsible to the Deputy Director of Public Works/City Engineer for the direction of activities and achievement of program goals established for the assigned sections of the Engineering and Transportation Division. Incumbent is also expected to manage the most complex professional engineering work requiring a substantial level of professional training and experience. In the absence of the Deputy Director of Public Works/ City Engineer, functions as Deputy Director of Public Works/City Engineer. Acts for the Deputy Director of Public Works/City Engineer in the administration of other division programs and special assignments.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Director of Public Works/City Engineer.

Provides direct and indirect supervision of management, professional, and technical personnel.

#### **ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

1. Plans, organizes, directs, manages and reviews the work of two or more major sections of the Engineering and Transportation Division.
2. Directs and coordinates the activities associated with the development of the City's Capital Improvement Program and aids in the processing for approval of the program.
3. Supervises the changes and modifications to construction contract documents and in the resolution of contract disputes and claims. Consults with project managers, contractors, builders, engineers, and public agencies on problems relating to the design, construction and maintenance of public works projects.

### **ESSENTIAL DUTIES**

4. Consults with and advises the Deputy Director of Public Works/City Engineer or other key management staff on problems relating to the Design/Construction Manager's particular sections or areas of responsibility.
5. Supervises the pursuit of federal and state grant funding to expedite and/or to supplement the funding of public works projects.
6. Coordinates design and construction activities with other City departments, divisions, sections, outside agencies and with contractors and suppliers.
7. Reviews project statements outlining the scope of the project, design criteria, available data, background, scheduling, coordination and financing for public works projects.
8. Directs the preparation of special studies and reports for the Deputy Director of Public Works/City Engineer, Director of Public Works, City Manager and the City Council.
9. Develops, schedules, assigns and monitors the Capital Improvement project activities. Reviews the work and provides general supervision for the preparation of plans, specifications, cost estimates and for the administration of construction contracts.
10. Reviews updates to the standard specifications, the project special provisions and the standard details.
11. Reviews project design plans prepared by staff, other divisions, consultants and other agencies for compliance with City policies and procedures.
12. Consults with and advises property owners, citizen groups and other City employees on engineering matters.
13. Supervises the screening, selection and supervision of consultants for professional services for the development of plans and specifications, studies and reports.
14. Coordinates engineering related activities of the Engineering and Transportation Division with other City departments, divisions and sections, outside public and private agencies, and local citizens.
15. Develops, reviews and oversees the maintenance of the Operating Budget for the assigned sections in the Engineering and Transportation Division.
16. Supervises, trains, and evaluates management, professional and technical employees. Conducts interviews and makes recommendations concerning personnel issues.
17. Performs additional administrative duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- A. Engineering principles, methods and practices as applied in the planning, design, and construction of public works projects.
- B. Current methods and techniques related to the development and implementation of contracts, agreements, plans, specifications, procedures, and management associated with public works projects.
- C. Modern developments, current literature and sources of information regarding the area of engineering.
- D. Applicable laws and regulations relevant to design and construction of buildings, streets, airport improvements, water and sewer facilities, and other public works projects.
- E. City policies and procedures of concern to property owners, contractors, consultants and others when dealing with the City on engineering matters.
- F. Budgeting in the public sector and the sources of state and federal grant funding.
- G. Principles of supervision, management, training, and performance evaluation.

### **Ability to:**

- H. Plan, organize, supervise, delegate responsibilities, train and evaluate levels of achievement and performance for personnel engaged in engineering and inspection work.
- I. Organize projects, set priorities and meet deadlines.
- J. Prepare and present clear and concise reports.
- K. Prepare and direct the preparation of agreements, plans, specifications, and legal contracts.
- L. Deal effectively with individuals and groups from a variety of socio-economic, ethnic and cultural backgrounds.
- M. Make sound engineering decisions and independent judgments.
- N. Research and analyze data using both automated and manual information systems.
- O. Establish and maintain cooperative working relationships.

## **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Five years experience in professional engineering work in area of assignment including two years of supervisory experience.

### **Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major work in civil engineering or a closely related field.

### **License or Certificate**

Possession of a Certificate of Registration as a professional engineer in the State of California.

**PROBATIONARY PERIOD:** One year

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AAP GROUP:

FPPC STATUS:

FLSA STATUS: